

Claims Reconciliation Report

Displays all Encounter Notes that have been Released to Billing (claim items) that are batched, billed and processed (adjudicated) by the Contractor. The claim items may have a status of denied, paid, or pending.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Claims Reconciliation**.

The screenshot shows the Idaho WITS Training web application. The top header includes the WITS logo, user information (Trainee44, Treatment Location 1), and a MedlinePlus logo. The left navigation pane lists various system functions, with 'Reports' highlighted. The main content area displays a 'Report Catalog' with a search bar and a list of reports categorized by function. The categories include Access, QA/QC, Security, Miscellaneous, and Billing. A red arrow points from the 'Claims Reconciliation' link in the left navigation pane to the 'Billing' category in the main catalog. A red circle with the number 1 is placed over the 'Billing' category header.

Report Title	Access
Admissions, Client Demographics	
Agency Client Movement	
Client Demographic by Substance	
Program Client Movement	
Referrals in by Agency	
Referrals out by Agency	
Waitlist by Agency, Facility & Program	
Program Enrollment Counts	QA/QC
Client List by Program	
Agency/Facility Client Terminations	
Pending Cases	
Program Staffing Allocations	
Unfinished Client Activities	
Staff Permissions Summary	Security
Admission Data	Miscellaneous
Billable Services	
Client Profile Data	
Combined Note Data	
WITS Data Dictionary	
Discharge Data	
Encounter Data	
GPRA Assessment Data	
Adjudication Results	Billing
Aging and Trial Balance	
Authorized Services	
Billing Transaction Detail	
Claims Reconciliation	
Contract Summary	
Expenditure Services	

2. Select the **report criteria**.

Note: Leaving the Adjudication Dates blank will display all claims with all statuses.

3. Select **On Screen**.

The screenshot shows the 'Claims Reconciliation' form. A red circle with the number '2' highlights the input fields for report criteria: Agency, Action, Payor Adjudication Batch Id, Invoice File Id, Claim Item #, Client First Name, Client Last Name, Last 4 digits of Client Identification, Start Date, End Date, Adjudicated Date (From/To), and Payor Plan Name. A red circle with the number '3' highlights the 'On Screen', 'Export', and 'Cancel' buttons at the bottom of the form.

Status	Definition
Pay	The claim item item has not been adjudicated by the Contractor (the claim item is in a batch with the status of billed).
Deny	The claim item item has not been adjudicated by the Contractor (the claim item is in a batch with the status of billed).
Pend	The claim item item has not been adjudicated by the Contractor (the claim item is in a batch with the status of billed) and the claim item has been flagged as needing additional review.
Paid	The claim item was fully adjudicated by the Contractor and paid in WITS.
Denied	The claim item was fully adjudicated by the Contractor and NOT PAID in WITS.
Pended	The claim item was fully adjudicated by the Contractor and was NOT PAID in WITS.
Pending	The claim item item has not been adjudicated by the Contractor (the claim item is in a batch with the status of billed). When a claim item has a status of Pend, the system creates a clone of the claim. The Contractor can then adjudicate this claim at a later date.

4. The report will display.

5. Clicking Export on either screen will generate an Excel spreadsheet.

Note: The Excel spreadsheet contains additional information.

Export Finish

Claims Reconciliation

Purpose: This report is designed to enable providers to reconcile claims with paid invoices. It will allow providers to determine if a claim has been paid. It will also allow them to find those claims that have been paid on each invoice.

Report Criteria

Agency: Provider Training Agency

Adjudicated Date Range: 1/1/2014 8/9/2014

Payor Plan: ALL

PSA Id	Claim Item Id	Client Identification	Provider	Service	Start Date	End Date	Adjudicated Date	Action	Charge Amount	Payor Adjudication Batch Id
1298	2289	20828190000010A	Provider Training Agency	Drug/Alcohol Testing	1/17/2014	1/17/2014	2/18/2014	Paid	\$13.50	98
1299	2295	204281930000144	Provider Training Agency	Drug/Alcohol Testing	1/1/2014	1/1/2014	3/11/2014	Paid	\$13.50	102
1326	2349	20109168000018E	Provider Training Agency	Alcohol or Drug Assessment	2/2/2014	2/2/2014	2/18/2014	Paid	\$12.40	98
1327	2350	20109168000018E	Provider Training Agency	OP (Individual)	2/3/2014	2/3/2014	2/18/2014	Paid	\$49.60	98
1329	2358	108151950000254	Provider Training Agency	Alcohol or Drug Assessment	2/10/2014	2/10/2014	3/10/2014	Paid	\$49.60	100
1330	2361	106171750000024	Provider Training Agency	Alcohol or Drug Assessment	2/20/2014	2/20/2014	3/10/2014	Paid	\$148.80	100
1331	2362	308151950000124	Provider Training Agency	Transportation of Client	2/21/2014	2/21/2014	3/10/2014	Paid	\$11.10	100
1332	2363	308151950000124	Provider Training Agency	Drug/Alcohol Testing	2/24/2014	2/24/2014	3/10/2014	Paid	\$13.50	100
1333	2364	209151610000024	Provider Training Agency	OP and IOP (Group)	2/3/2014	2/3/2014	3/10/2014	Paid	\$24.84	100
1334	2365	110031580000054	Provider Training Agency	OP and IOP (Group)	2/3/2014	2/3/2014	3/10/2014	Paid	\$24.84	100
1335	2367	110171860000100	Provider Training Agency	Drug/Alcohol Testing	2/28/2014	2/28/2014	3/10/2014	Paid	\$13.50	100
1336	2368	20828190000010A	Provider Training Agency	OP and IOP (Group)	2/1/2014	2/1/2014	3/10/2014	Paid	\$6.21	100
1340	2322	10501181000010A	Provider Training Agency	Alcohol or Drug Assessment	2/1/2014	2/1/2014	3/11/2014	Paid	\$99.20	102
1341	2324	10501181000010A	Provider Training Agency	Transportation of Client	2/2/2014	2/2/2014	3/11/2014	Denied	\$15.54	102
1342	2325	10501181000010A	Provider Training Agency	OP (Individual)	2/10/2014	2/10/2014	3/11/2014	Paid	\$49.60	102
1343	2326	20828190000010A	Provider Training Agency	Drug/Alcohol Testing	1/27/2014	1/27/2014	3/11/2014	Paid	\$13.50	102
1344	2328	20828190000010A	Provider Training Agency	OP and IOP (Group)	1/25/2014	1/25/2014	3/11/2014	Paid	\$49.68	102
1350	2378	10504178000016E	Provider Training Agency	Alcohol or Drug Assessment	3/10/2014	3/10/2014	3/11/2014	Paid	\$99.20	102
1351	2379	10504178000016E	Provider Training Agency	Drug/Alcohol Testing	3/11/2014	3/11/2014	3/11/2014	Paid	\$13.50	102
1352	2381	10504178000016E	Provider Training Agency	OP and IOP (Group)	3/10/2014	3/10/2014	3/11/2014	Paid	\$12.42	102
1353	2382	10504178000016E	Provider Training Agency	Transportation of Client	3/10/2014	3/10/2014	3/11/2014	Paid	\$27.75	102
1375	2523	20312160321902L	Provider Training Agency	Assessment (Individual)	4/3/2014	4/3/2014	4/17/2014	Paid	\$0.00	104
1396	2548	20312160321902L	Provider Training Agency	Assessment (Individual)	4/15/2014	4/15/2014	4/23/2014	Paid	\$0.00	106
1397	2549	20312160321902L	Provider Training Agency	Assessment (Individual)	4/23/2014	4/23/2014	4/23/2014	Paid	\$0.00	106
1408	2563	20418188000001P	Provider Training Agency	OP and IOP (Group)	2/5/2014	2/5/2014	4/28/2014	Paid	\$24.84	108
1409	2564	20418188000001P	Provider Training Agency	OP and IOP (Group)	4/1/2014	4/1/2014	4/28/2014	Paid	\$12.42	108
1410	2572	20312160321902L	Provider Training Agency	Assessment (Individual)	4/24/2014	4/24/2014	5/2/2014	Paid	\$0.00	109
1411	2573	20312160321902L	Provider Training Agency	Assessment (Individual)	4/25/2014	4/25/2014	5/2/2014	Paid	\$0.00	109

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PSA Id	Claim Item Id	Client Identification	Client First Name	Client Last Name	Provider Agency Id	Provider	Service	Start Date	End Date	Adjudicated Date	Action	Charge Amount	Batch Id		
1298	2289	20828190000010A	Jane	Training	73	Provider Training Agency	Drug/Alcohol Testing	1/17/2014	1/17/2014	2/18/2014	Paid	\$13.50	98		
1299	2295	204281930000144	N	Kiwi	73	Provider Training Agency	Drug/Alcohol Testing	1/1/2014	1/1/2014	3/11/2014	Paid	\$13.50	102		
1326	2349	20109168000018E	Red	Queen	73	Provider Training Agency	Alcohol or Drug Assessment	2/2/2014	2/2/2014	2/18/2014	Paid	\$12.40	98		
1327	2350	20109168000018E	Red	Queen	73	Provider Training Agency	OP (Individual)	2/3/2014	2/3/2014	2/18/2014	Paid	\$49.60	98		
1329	2358	108151950000254	Y	Cherry	73	Provider Training Agency	Alcohol or Drug Assessment	2/10/2014	2/10/2014	3/10/2014	Paid	\$49.60	100		
1330	2361	106171750000024	B	Mango	73	Provider Training Agency	Alcohol or Drug Assessment	2/20/2014	2/20/2014	3/10/2014	Paid	\$148.80	100		
1331	2362	308151950000124	L	Cherry	73	Provider Training Agency	Transportation of Client	2/21/2014	2/21/2014	3/10/2014	Paid	\$11.10	100		
1332	2363	308151950000124	L	Cherry	73	Provider Training Agency	Drug/Alcohol Testing	2/24/2014	2/24/2014	3/10/2014	Paid	\$13.50	100		
1333	2364	209151610000024	B	Huckleberry	73	Provider Training Agency	OP and IOP (Group)	2/3/2014	2/3/2014	3/10/2014	Paid	\$24.84	100		
1334	2365	110031580000054	E	Huckleberry	73	Provider Training Agency	OP and IOP (Group)	2/3/2014	2/3/2014	3/10/2014	Paid	\$24.84	100		
1335	2367	110171860000100	John	Par	73	Provider Training Agency	Drug/Alcohol Testing	2/28/2014	2/28/2014	3/10/2014	Paid	\$13.50	100		
1336	2368	20828190000010A	Jane	Training	73	Provider Training Agency	OP and IOP (Group)	2/1/2014	2/1/2014	3/10/2014	Paid	\$6.21	100		
1340	2322	10501181000010A	Jack	Red	73	Provider Training Agency	Alcohol or Drug Assessment	2/1/2014	2/1/2014	3/11/2014	Paid	\$99.20	102		
1341	2324	10501181000010A	Jack	Red	73	Provider Training Agency	Transportation of Client	2/2/2014	2/2/2014	3/11/2014	Denied	\$15.54	102		
1342	2325	10501181000010A	Jack	Red	73	Provider Training Agency	OP (Individual)	2/10/2014	2/10/2014	3/11/2014	Paid	\$49.60	102		
1343	2326	20828190000010A	Jane	Training	73	Provider Training Agency	Drug/Alcohol Testing	1/27/2014	1/27/2014	3/11/2014	Paid	\$13.50	102		
1344	2328	20828190000010A	Jane	Training	73	Provider Training Agency	OP and IOP (Group)	1/25/2014	1/25/2014	3/11/2014	Paid	\$49.68	102		
1350	2378	10504178000016E	Peter	Pan	73	Provider Training Agency	Alcohol or Drug Assessment	3/10/2014	3/10/2014	3/11/2014	Paid	\$99.20	102		
1351	2379	10504178000016E	Peter	Pan	73	Provider Training Agency	Drug/Alcohol Testing	3/11/2014	3/11/2014	3/11/2014	Paid	\$13.50	102		
1352	2381	10504178000016E	Peter	Pan	73	Provider Training Agency	OP and IOP (Group)	3/10/2014	3/10/2014	3/11/2014	Paid	\$12.42	102		
1353	2382	10504178000016E	Peter	Pan	73	Provider Training Agency	Transportation of Client	3/10/2014	3/10/2014	3/11/2014	Paid	\$27.75	102		
1375	2523	20312160321902L	Blue	Moon	73	Provider Training Agency	Assessment (Individual)	4/3/2014	4/3/2014	4/17/2014	Paid	\$0.00	104		
1396	2548	20312160321902L	Blue	Moon	73	Provider Training Agency	Assessment (Individual)	4/15/2014	4/15/2014	4/23/2014	Paid	\$0.00	106		
1397	2549	20312160321902L	Blue	Moon	73	Provider Training Agency	Assessment (Individual)	4/23/2014	4/23/2014	4/23/2014	Paid	\$0.00	106		
1408	2563	20418188000001P	April	Client	73	Provider Training Agency	OP and IOP (Group)	2/5/2014	2/5/2014	4/28/2014	Paid	\$24.84	108		
1409	2564	20418188000001P	April	Client	73	Provider Training Agency	OP and IOP (Group)	4/1/2014	4/1/2014	4/28/2014	Paid	\$12.42	108		
1410	2572	20312160321902L	Blue	Moon	73	Provider Training Agency	Assessment (Individual)	4/24/2014	4/24/2014	5/2/2014	Paid	\$0.00	109		
1411	2573	20312160321902L	Blue	Moon	73	Provider Training Agency	Assessment (Individual)	4/25/2014	4/25/2014	5/2/2014	Paid	\$0.00	109		

Claims Reconciliation Report Definitions

Field	Definition
PSA Id	The primary ID of the payer service adjudication table in the database.
Claim Item ID	Claim Item Number assigned by the system when a Released Encounter is put into a Batch.
Client Identification	The WITS Unique Client ID for the client.
Client First Name	First Name of the Individual client. <i>This field is only visible in the Excel spreadsheet.</i>
Client Last Name	Last Name of the Individual client. <i>This field is only visible in the Excel spreadsheet.</i>
Provider Agency ID	<i>This field is only visible in the Excel spreadsheet.</i>
Provider	The name of your Provider Agency.
Service	Description of the Service selected on the Encounter Note.
Start Date	Beginning Date the service was provided (Encounter Start Date).
End Date	End Date the service was provided (Encounter End Date).
Adjudicated Date	The Adjudication Date (Payment Date).

Field	Definition
Action	The status of the adjudicated claim item (Denied, Deny, Paid, Pay, Pend, Pended, Pending).
Charge Amount	Total amount billed for the service. On the Claim Item view the service fee total (billing units times rate/unit). The charge amount may be different than the paid amount in WITS.
Payor Adjudication Batch ID	Adjudication ID number associated with an individual claim item (Encounter ID) in the Contractor agency. <i>This field is not visible in a provider agency.</i>